

JUNE 20, 2013 – NOTES OF ACTION TAKEN BY THE SEVIER SCHOOL DISTRICT BOARD OF EDUCATION AT A MEETING HELD ON JUNE 20, 2013, AT 4:00 PM IN THE SEVIER SCHOOL DISTRICT OFFICE.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Superintendent Myron Mickelsen, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, and Executive Secretary Patricia Sanchez.

Also in attendance were Secretary Mavanee Loftus, Principals George Chappell, Randy Madsen, and Brent Gubler, patrons Glen Ames and Jaden Hatch.

President Johnson welcomed everyone to the meeting.

Jack Hansen offered the reverence and led the group in the Pledge of Allegiance.

ITEM #2. – CONSENT AGENDA. President Johnson called for objections on the consent agenda. Mr. Hales requested that Item #2.B. Approval of Employees, be pulled from the agenda. He explained that his daughter was one of the proposed employees and that he wanted to abstain from voting.

Since there were no objections, the consent agenda received Board approval.

A motion was made by Don Naser and seconded by Jack Hansen to approve the proposed individuals for employment in Sevier School District. Voting went as follows: Yes, Clint Johnson, Jack Hansen, Don Naser, and Richard Orr. Tom Hales abstained from voting. Motion passed.

ITEM #2.A. – APPROVAL OF MINUTES. Minutes from the May 22, 2013, Board Meeting and Closed Meeting were approved.

ITEM #2.B. – APPROVAL OF EMPLOYEES. The following individuals were approved for employment: **R. Trampas Williams** as a science teacher at Red Hills Middle; **Annette Calton** as a kindergarten teacher at Salina Elementary; **Kayla Bagley** as a 3rd grade teacher at Salina Elementary; **Rachel Webb** as a kindergarten teacher at Salina Elementary; **Audrey Brown** as a 1st grade teacher at Salina Elementary; **Kelly Winn** as a 2nd grade teacher at Salina Elementary; **Jareth Dunne** as a special education teacher at North Sevier Middle; **Kaylee Quarnberg** as a special education teacher at Pahvant Elementary; **Melissa Bagley** as an instructional assistant at Koosharem Elementary; **David L. Evans** as a special education teacher at Richfield High and South Sevier High; **Thomas Wilder** as a social studies/biology teacher at Richfield High; **Kimberly Brown** as a PE/geography teacher at South Sevier High; **Derek Luke** as an on-call activities custodian at Richfield High; **Jennifer Fluehe** as a custodian at Red Hills Middle and bus barn; **Jeneane Johanson** as a custodian at North Sevier High; **Lindy Spencer** as a cheer coach at Richfield High; **Lorraine Thompson** as an instructional assistant at Monroe Elementary; **April Bagley** as an instructional assistant at Monroe Elementary; **Staci Kling** as an instructional assistant at Monroe Elementary; **Kelly Hanover** as a take-home library coordinator at Monroe Elementary; **Deborah Bate** as a library/media technician at Richfield High; **Brielle McCormick** as a math teacher at Richfield High; **Robin Evans** as a full-time special education teacher at Monroe Elementary, and **Ryan Harris** as a language arts teacher at Red Hills Middle.

ITEM #2.C. – EMPLOYEE RECOGNITION. Two of the five teachers to receive the 2013 *Arch Coal Teacher Achievement Award* were from Sevier School District. Each winner is awarded \$3,500. In addition to the cash award, each recipient receives a distinctive trophy and a

classroom plaque. Nominations for the award are made by the public and the selection is made by a panel of the teachers' peers, all former recipients of the Arch Coal award.

Kathy Anderson – Salina Elementary **Kelly Peterson** – North Sevier High

ITEM #2.D. – STUDENT RECOGNITION. Students were recognized and congratulated on their achievements. A letter of congratulations will be sent to each student.

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ITEM #2.E. – REQUEST FOR OUT-OF-STATE TRAVEL. Special Programs Severe Disabilities coordinator Julia Parslow was approved to attend the *Closing the Gap AT Conference* in Minneapolis, MN on October 8-12, 2013. All expenses will be paid by the USOE and UATT.

ITEM #2.F. – USBA/USSA ANNUAL DUES. The Board approved continued membership with USBA/USSA and the payment of the annual dues.

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ITEM #2.G. – GIFTS TO SCHOOLS FOR 2012-13. The Board officially accepted and expressed appreciation for the gifts given to the schools during the 2012-13 school year.

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ITEM #2.H. – REVISION – POLICY #3035, STUDENT FEE GUIDELINES – SECOND READING. Revisions to the policy received second reading approval.

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ITEM #2.I. – UTAH RETIREMENT SYSTEMS RESOLUTION. "Be it therefore resolved that the Sevier School District formally agrees to pick up five percent of the required member contribution for all eligible employees required to contribute to the Utah Retirement Systems Contributory Retirement Plan for the fiscal 2012-13 year. The Sevier School District will continue to pay five percent as an employer contribution as outlined by statute (53A-17a-125)."

ITEM #2.J. – TRUST LANDS BUDGET REVISION. Pahvant Elementary made adjustments to their 2012-13 trust lands budget based on the staffing changes made for special education and Title I aides. The proposed changes received Board approval.

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ITEM #2.K. – FINANCIAL SUMMARY. The financial summary for the period ending May 31, 2013, was approved as well as the list of checks issued in May 2013.

ITEM #3. – REPORT – HIGH SCHOOL PRINCIPALS. High school Principals Brent Gubler, Randy Madsen, and George Chappell provided a PowerPoint presentation addressing the District five initiatives. Principal Jill Porter was excused.

South Sevier High School Principal Randy Madsen explained that the presentation of each high school report would include the implementation of the District's initiatives/school programs and PLAN/ACT/NWEA test results.

NSHS Goals: 2012-2013 (Principal Randy Madsen reporting for Principal Jill Porter)

iObservation Focus Point - (Lesson Segment #2)

a. Identify critical information (*goal met*)

- b. Teachers will break down information into digestible bites in order to help students gain a deeper understanding with more long-term retention (*goal met*)
- c. 30 hours each month by principal & 10 hours by vice-principal (*work in progress*)
- d. Video lesson and report in PLC by socials department on that specific segment (*work in progress*)

Improve student active participation in lesson – (*goals met*)

- a. Research opportunities: Gain an understanding of primary and secondary sources and assess the reliability of information available through technology
- b. Allow students to work together
- c. Keep information “bite-sized”
- d. Give students a voice

Improve NWEA scores throughout the year through increased emphasis on proficiency and growth targets

- a. Continued collaboration in faculty meetings and PLC’s (*work in progress*)
Improvement made in PLC content from last year but still needs improvement
Collaboration with teachers was excellent (*goal met*)
- b. Increase cross-curricular assignments (*work in progress*)

Improve communication and reading skills in order to enhance student success in all subjects

- a. Routines to support knowledge building (*goal met*)
Sustained silent reading, word walls, note taking, and reading jigsaws (*goal met*)
- b. Cohort teachers will be presenting in PLC’s throughout the year (*goal met*)

SSHS Goals: 2012-2013 (Principal Randy Madsen)

iObservation Focus Point

- a. Have a measurable objective statement in beginning and closure and teach to the objective
- b. Chunking (intervals of teaching in a variety of ways throughout the class period)
- c. Engagement by teachers and students

PLC schedule

Schedule meetings with the math, English, and science departments for at least six PLC meetings during the year. Meetings also scheduled with the history department and single departments to focus in areas of weakness in the curriculum. Next school year, schedule English and math departments with the same prep so they can meet twice a month and work on helping students reach their potential.

Improve NWEA scores throughout the year through increased emphasis on proficiency and growth targets

Review issues/available reports in faculty meetings and department PLC’S. Work with staff on how to read the scores and find the important information. Identify students that need help and the areas they need help in.

PLAN/ACT Tests

There is a need to get students more involved in the Core classes to improve their ACT scores and college readiness. Last year’s scores were reviewed and showed improvement from the previous year’s scores.

CRHS (Principal George Chappell)

NWEA

The emphasis is on student engagement during testing, use of data to direct instruction, and the use of Yearly Progress Pro for practice and continuity.

Yearly Progress Pro

Friday afternoons are for YPP and each student is assigned to a teacher. The time is used for concept practice and formative assessments, student focus on improvement (not on overall score), and instructional and study time while other groups are testing.

I-Observation

There are three full-time teachers and two part-time at CRHS, and two full-time teachers at YIC with the focus being on collaboration and continuity. The goal was to observe twice per month to improve instruction during teacher-led classes and improve coaching during student-directed time.

PLAN/ACT

PLAN test: one sophomore took the test and scored a 95-99 percentile on every section

ACT test: 22 juniors

Some respectable scores—others not so

Attitude – When students don't plan on attending college, ACT test has little value to them. Still need to work on making the test important to students.

Professional Learning Communities (PLC's)

CRHS has a small staff with two groups; one group to focus on YPP and improving basic skills, and one group at YIC to focus on collaboration and continuity.

RHS (Principal Brent Gubler)

School Goals: 2012-2013

iObservation

a. School, department, and individual iObservation goals were selected

b. School goal – establishing routines and procedures

2013-14 – engagement of students in class

c. Departmental goals: previewing new content, reviewing content, chunking information, and engaging students in complex tasks

PLC schedule

Professional Learning Communities (PLC's) were established by Core groups (English, Math, Social Studies, and Science.) Monthly meetings were held where data was reviewed, best practices discussed, and goals for improvement were set. For the 2013-14 school year, looking at departmental PLC groups so that information will be more applicable to each curriculum area.

Improve NWEA scores throughout the year with proficiency and growth targets

Celebrate success and identify areas for improvement, evaluate data, and identify students that need more help to improve. Set goals and review progress; offer more math fundamental classes to help meet the needs of students who are not meeting proficiency or growth goals. (USTAR funding)

PLAN/ACT (goals met)

The ultimate goal is to have students' college and career ready. Continue to expose students to vocabulary, test format, and procedures, so they are better prepared to take those tests. These tests will become the high-stakes testing in the future. ACT scores were below district goals; the school's challenge is to increase scores through better preparation.

Comprehensive Guidance Goals

Prepare students for college and career readiness (76 percent of seniors applied for post-secondary). Better communication with parents and students (school website, Facebook, Twitter, etc.). Guide more students into available scholarships including Regents' scholarship worth up to \$1,150 a semester (4 yrs. of math/English, 2 yrs. of foreign language, 3 yrs. science of science, biology, chemistry, and physics. (2 scholarships in 2012 – 14 scholarships in 2013)

President Johnson recognized and expressed appreciation for how the high school principals have been collaborating and working more closely together than in the past.

Superintendent Mickelsen also complimented the principals on how they've handled some extremely tough challenges this school year and expressed appreciation to them for their courage to face them.

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ITEM #4. – PATRON DIALOGUE. Glen Ames, Director for the State Division of Juvenile Justice Services for Sevier, Sanpete, Wayne, Piute, Garfield, and Kane counties addressed the Board in reference to SB 218, Receiving Centers Funding, which targets two programs operated at the Central Utah Youth Center, which is located next door to the courts. Mr. Ames explained that a receiving center is for youth that have committed minor delinquent offenses and that law enforcement picks them up either from referrals from parents or schools. He further explained that the legislature has cut funding for receiving centers and after many letters and calls opposing the cuts, they felt that if communities wanted those kinds of services then they should help fund them. Mr. Ames asked if Sevier School District would be able to provide any funding to help keep the program functioning as it has been. He asked that the request be given some thought and stated he would like to come back before the Board in August or September to see where the District could help support the facility.

ITEM 5.A. – DISCUSSION – ITEMS FROM THE BOARD.

- USBA Pre-Delegate & Delegate Assembly – August 9-10: Mr. Hales plans to attend both sessions.
- USBA Leadership Academy – September 5-7: It was suggested that Superintendent Douglas and a Board member attend the training. Hotel reservations need to be made no later than August 5 and registration needs to be completed by August 16.
- Mr. Orr commented on a report by one of the news stations about how the universities in Utah were not measuring up or even being close to proficient in the preparation for new teachers coming into the system. He suggested drafting a letter to the colleges and universities in regards to better preparing teachers for the classroom. After a brief discussion, the group was made aware that a letter should be sent to the K-16 Alliance. Superintendent Mickelsen stated that he would have Mr. Douglas share the Board's concerns with Superintendent Menlove, who sits on the K-16 Alliance board.

ITEM 5.B. – DISCUSSION – ITEMS FROM ADMINISTRATION.

Items from Superintendent Mickelsen

- Student out-of-state travel discussion: Superintendent Mickelsen expressed a concern that District administration has had in recent months relevant to student out-of-state travel. He felt

the District's policy was a good policy that has been enforced for a number of years. Last year, a new CTE travel policy was brought forth under the direction of former CTE Director Leon Stewart that specifically addressed CTE courses. Applications by clubs and groups to travel out-of-state are not meeting the requirements, certainly not with the original policy, and now with the relaxed one that came through with the HOSA request. Another request from NSHS is coming before the Board and also does not meet the criteria of the policy. District administration has met and discussed the situation and felt that travel policies have been deviated from in recent months. He asked the Board for direction as to how they would like administration to administer their policies.

President Johnson commented and agreed that the CTE policy had not been enforced as written and felt it needed to be revisited. After a lengthy discussion, Mr. Wilson suggested having a work session in August to discuss the student out-of-state travel policy. He also felt it was important to have CTE Director Don Yates attend the work session.

Items from *Gail Albrecht*

- Spring NWEA and EPAS testing results: Mrs. Albrecht provided the NWEA spring test results and explained that the 12th grade was not a full section of students, that it was mostly special education/intervention students in 12th grade for all subjects. The District exceeded the national Mean RIT scores in all contents and all grades. She further explained that the District as a whole, 76 percent of teachers met the District goal in either proficiency or growth. Thirty-one percent of teachers met the goal in both proficiency and growth. She praised teachers for their good work and also complimented the leadership in the schools. She mentioned that in the secondary schools, she had never seen such an intense focus on instruction and complimented the secondary principals for that effort. The spring NWEA test is the test the USOE will use. They will look at last spring's test results and compare it with this year's to come up with their student growth percentile for the UCAS report.

Mrs. Albrecht also provided EPAS test results and explained that students were tested on EXPLORE and PLAN in April rather than in October so that they've had more closely a full year of instruction before the tests were given. She felt that this could be one of the reasons the scores have improved, and in many cases, have met the goal.

ACT is a self-selected test nationwide. Students choose and pay to take the test because they are committed and want to go to college. In Sevier School District this spring, 97 percent of students took the ACT, which was administered on a school day. The ACT test has meaning for college attendance, as the UBSCCT does not. Superintendent Mickelsen explained that the benchmark is different for ACT than for the PLAN/EXPLORE assessments. ACT typically has a higher benchmark. The criteria says that if you meet that goal/benchmark, then you have a 50 percent chance of getting a "B" in a college class. In order to compete, which is a goal behind Prosperity 2020, it's saying that all students need to have the skills to allow them to be successful in college because the skills are going to be similar in the workforce basically because of technology.

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Items from *Pat Wilson* – This item was moved on the agenda and discussed after the budget hearing.

- Mr. Wilson reported on the following construction projects: The warehouse and front entrances at North and South Sevier High Schools are completed. The Red Hills Middle chiller has been set and should be done in approximately ten days. The change order for the chiller was reviewed with the group. The South Sevier High pressbox is 90 percent completed and they've done a good job. The small projects bids score sheets were reviewed and Mr. Wilson reported that the process went very well. A two-classroom portable has been located for South Sevier Middle.

- Election update: Mr. Wilson provided information on the ballots that had been cast and returned as well as the District and attendance area comparisons.

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- Mr. Wilson reported that the back-to-school employee appreciation barbeque flyer had been emailed out to all District employees. He reported that he had received some negative feedback from District employees in regards to the costs involved to fund this activity.

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- July Board meeting discussion: Mr. Wilson explained that it was necessary to change the date and time of the July meeting from July 17 at 4:00 p.m. to July 9 at 2:30 p.m. Ballots are to be canvassed at this meeting as well as the administering of the *Oath of Office* to Superintendent Douglas. The meeting will be held at the District Office and the county will bring the ballots to the meeting so that the Board will not have to go to the Sevier County Administration building to accomplish the canvassing.

- Paid leave payout: Mr. Wilson explained that many years ago a pot of money of about \$5,000 was negotiated and established as an incentive for employees to limit their use of leave days. For every four hours of leave not taken, they would receive a point. A full-time employee could get up to four points per year and a part-time employee could get two points per year. The District would then take the \$5,000 and divide it by the total points earned for all the employees in the District and would pay that out for points. A cap was set at \$100 a point so that someone could not get the whole amount if there was only one person. In the last few years, there have been fewer employees generate any points toward the leave payout. Some of that \$5,000 has been left over every year because of the \$100 cap. He recommended the cap be moved from \$100 to \$125 so that the incentive can be sweetened and maybe encourage people to not take leave.

ITEM #6. – CLOSED MEETING. A motion was made at 7:05 p.m. by Tom Hales and seconded by Jack Hansen to go into the Closed Meeting to discuss the character, professional competence, or physical or mental health of an individual(s) and negotiations. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

In attendance were President Clint Johnson, Vice President Jack Hansen, members Tom Hales, Don Naser, and Richard Orr, as were Superintendent Myron Mickelsen, Assistant Superintendent Gail Albrecht, Business Administrator Patrick D. Wilson, and Executive Secretary Patricia Sanchez.

A motion was made at 7:12 p.m. by Jack Hansen and seconded by Richard Orr to go out of the Closed Meeting. Voting went as follows: yes – Clint Johnson, Jack Hansen, Tom Hales, Don Naser, and Richard Orr. Motion passed.

ITEM #7. – BUDGET REVISION FOR FY 2013, BUDGET ADOPTION & TENTATIVE TAX RATE FOR FY 2014 – 6:00 PM. Accountant Kari Carter presented the final budget revision for FY 2013. There were no major changes made to the revision but mostly consisted of minor refinements of salaries and benefits and other costs. The local revenue increased by \$144,586, which is a refinement of property taxes. When local revenue increases, state revenues decrease. Adjustments were also made to interest income. State revenues decreased by \$111,484, which is partially due to the offsetting of the equalization in the increases in the local revenue. Federal revenue increased by \$19,360, which is an addition of impact aid funds.

Mr. Wilson reported that the District is still waiting to have a signed distribution of funds for the year we are in from the BIE Native American programs. The numbers are tentative and this causes some challenges for the District. He explained that the BIE has a new funding system and they are having a hard time understanding how to use it and how to access the funds appropriated.

There were minor revisions to the expenditures in salaries and benefits. Instruction, school administration, business, and M&O all decreased. Support services for students, instructional staff, general administration, and transportation all increased. Mr. Wilson explained that a lot of the costs in general administration were due to the bond election.

Mrs. Carter explained that very few changes had been made to the FY 2014 budget since the preliminary budget presentation in the May meeting. The District received the final estimates from the county for property taxes and those have since been revised and increased by a small amount. The only change to the local revenues was the property taxes, which was approximately \$5.8 million. She explained that the board and voted leeway for FY 2013 with the state had an excess amount leftover, and by state statute, they have to allocate that to the District for FY 2014. Their guarantee amount was \$27.36; however, for FY 2014 it raised to \$29.51. This is a one-time bump seen in the voted and board levy that will not be expected in FY 2015. There were no changes on the federal revenues from the preliminary budget.

Mrs. Carter reported that the preliminary budget included steps, lanes, and insurance; however, since the preliminary, the District had met with employee associations and settled at 1.5 percent on the base across the board, which is reflected in the FY 2014 budget. She continued through the remaining programs of the budget as well as property tax rates.

Mr. Wilson provided the current proposed tax rates in the various levies and explained that when the District adopts the tax resolution, it would be these items identified plus whatever the state sets as the basic levy. The state's assessed valuation has grown but Sevier's didn't grow much. Taxes are going up less than one percent, which is mostly coming from debt service. The District raised the debt service levy from .001408 to .001420 to try and capture a small amount of additional funds to help offset the 2015-2016 potential payment. Overall, tax rates are basically the same. He explained that the reason for the drop in new growth was because one of the companies that drill for Wolverine Oil withdrew one of their rigs, which is approximately \$25 million worth of assessed value.

Mr. Wilson also reported on the state mandated upload system and stated that the District got the FY 2012 file up and functioning and was preparing to do the budget file when the state's system failed and they withdrew their requirement. The District later found out that only about four districts were even close to being ready, with Sevier being the lead in the state. The state collapsed but it is still mandatory for October. It is very frustrating knowing all of the work and struggles that went into this and then to end up doing it by hand because the state's system failed.

Mr. Wilson and the Board publically thanked Mrs. Carter for her dedicated service to the District and commented on her abilities and the good job she had done on the budget.

The public hearing was closed and the remainder of the agenda was addressed.

ITEM #8. – ACTION ITEMS. A motion was made by Jack Hansen and seconded by Don Naser to approve the budget revision for FY 2013, and adopt the budget and tentative tax rate for FY 2014 as presented. Motion passed unanimously.

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A motion was made by Jack Hansen and seconded by Tom Hales to approve the change order for the chiller project at Red Hills Middle School. Motion passed unanimously.

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A motion was made by Jack Hansen and seconded by Don Naser to approve all employee negotiations as presented. Motion passed unanimously.

A motion was made by Jack Hansen and seconded by Tom Hales to approve the small projects bids to the following: Motion passed unanimously

**PES remodel – Chad Broderick & Company
SSMS seismic project – Chad Broderick & Company
KES storage building – Yerba Buena
KES window replacement – Busk Construction
CRHS rain gutters – Carlisle Excavating
NSHS boiler room – Busk Construction**

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A motion was mad by Don Naser and seconded by Jack Hansen to change the date and time of the July Board meeting from July 17, 2013, at 4:00 p.m. to July 9, 2013, at 2:30 p.m. Motion passed unanimously.

A motion was made at 7:15 p.m. by Jack Hansen and seconded by Tom Hales to adjourn the meeting. Motion passed unanimously.

I certify that upon motion duly made, seconded and passed, the Board of Education of the Sevier School District approved the foregoing minutes on the 14th day of August 2013. I further certify that a quorum of the Board was present on both the day covered by these minutes and the day of approval.

Patrick Wilson, Business Administrator